

The Ohio Center for Law-Related Education

Communications Coordinator

The Ohio Center for Law-Related Education (OCLRE), an Equal Opportunity Employer, is seeking an experienced communications and administrative professional to work 40 hours per week. OCLRE is a 501 (c) (3) non-profit, non-partisan organization that fulfills its mission through innovative civics and law-related teacher professional development and statewide student-led programs. OCLRE is sponsored by the Supreme Court of Ohio, Attorney General of Ohio, Ohio State Bar Association, and the ACLU of Ohio Foundation.

Schedule: Full-Time; Hybrid work schedule

Summary: Provide primary management of OCLRE communications in compliance with communications plans, including but not limited to: OCLRE website, social media platforms, newsletter, press releases, and distribution of promotional emails and materials. Ensure that communications are non-partisan in nature and representative of the organization mission and purpose.

Reports to: Executive Director

Duties and Responsibilities:

- **Content Management & Strategy**
 - Oversees content planning, management, and execution
 - Develop and implement a communications strategy designed to further organization's mission and objectives
 - Write a variety of content to support communications and marketing efforts, including newsletters, website copy, and promotional materials and press releases
 - Manage OCLRE social media platforms; create relative content for respective audiences, including but not limited to video creation and editing
 - Perform outreach to press outlets, partner publications, influencers and build strategic partnerships to grow brand notoriety
 - Respond to inquiries from the public and media
 - Work closely with program team to develop and disseminate resources to support general civics education and program implementation
- **Analytics Tracking**

- Monitor and evaluate analytics and create reports detailing the successes and opportunities to improve content and generate new strategies for success
- Stay up to date on industry trends and make recommendations for adjustments to communications strategies and practices
- **Web Editing**
 - Auditing and updating website content to ensure messaging is consistent across platforms in a timely manner

Additional Duties:

- Program planning support and event logistics as needed, including but not limited to volunteer recruitment and coordination and development efforts
- Administrative duties as needed, including but not limited to maintaining A/R ledger and processing mail
- Other such duties as may be assigned by the executive director

Eligible candidates will possess strong written and verbal communication skills, provide superior customer service, be detail-oriented, and able to meet project deadlines in a timely manner. Strong interpersonal skills are essential.

Bachelor's degree and/or 3+ years' experience in a communications role preferred, with professional references. Salary range \$35K-\$40K, commensurate with experience. Benefits package and friendly working environment.

Application Process

Interested candidates should send the following via email to Kate Strickland, executive director - kstrickland@ocle.org:

- Cover letter explaining how applicant's background and experience satisfy the qualifications and why the applicant is interested in the position
- Resume
- List of three (3) professional references with contact information

For full consideration, please submit cover letter, resume, and references by 5:00 p.m. September 9, 2022. Please do not duplicate your application and no telephone calls please.

The review of applications will begin immediately and continue until the position is filled. Applicants will be contacted if selected for an interview.

The Ohio Center for Law-Related Education is an equal opportunity employer. For more information about the Ohio Center for Law-Related Education, please visit ocle.org.